# Searching for Products and Services on Advantage

GSA strives to provide the broadest selection of quality products at the lowest possible price to Federal agencies as well as State and Local entities. Searching for products and services is convenient, easy and free!

### Can I browse without registering?

Yes, you may browse the entire offering of products and services without registering.

### Is GSA Advantage compliant with the Trade Agreements Act?

Yes. All products and services offered under GSA Schedule contracts are evaluated and awarded in accordance with the Trade Agreements Act (FAR 25.4).

# GSA Advantage Sources of Supply

GSA Advantage is a shopping solution that provides products from our stock, special order and MAS programs. Included are products from both UNICOR and AbilityOne. Items available from these mandatory sources are highlighted in GSA Advantage. Items from our various supply programs can be identified as follows:

- **GSA and VA Federal Supply Schedules**
  Schedule products and services are delivered to you directly from the contractor. Delivery times may vary with location. New Federal Supply Schedule products/services are being added daily. Click on e-Library for a complete listing of the Schedules and Contractors currently available on GSA Advantage. When you buy schedule items, an email notification that your order is available to download is immediately sent to the vendor. The vendor then ships directly to you and is responsible for your order.

- **GSA Global Supply Program**
  All GSA Global Supply items shown as "in stock" on GSA Advantage are available in your area as of midnight, Eastern Time, and are usually delivered within 2-7 days. Sometimes, an item may become out of stock between midnight and the time you place your order.

  **Please Note:** Orders from outside the continental U.S. will take slightly longer to deliver and may be subject to additional charges.

- **GSA Special Order Program**
  GSA SOP NSNs are delivered direct from the contractor and delivery times will vary. When a GSA SOP NSN is added to the shopping cart, the item will be listed as "direct delivery". The estimated delivery time is displayed with the item.

# How do I search for Products?

There are three ways to search:

- **Keyword Search -** type in a keyword, part number, National Stock Number (NSN) manufacturer, contractor, or contract number in the search box. Select one of the categories from the drop down menu and click the "go" button.

- **Browse by Category -** Browse by products, services or Special Programs then click on product, service or Special Program subcategory that best fits what you are searching for.

- **Advanced Search -** Advanced search allows you to search for an exact phrase in a particular product or service field, restrict your search by category, price, minimum order, or socioeconomic factors, and limit your display options.

### Search Tips

When searching, there are a few things to keep in mind:

4. Enter keywords that best describe what you are looking for.

5. Enter specific data, if available (i.e., National Stock Numbers (NSNs), Manufacturer part numbers, Vendor Contract Number, or Company name).
6. By default, when you enter 2 or more search keywords, the search results that only contain all the keywords in your query.
7. Restrict your keyword search to a specific category (i.e., IT Solutions & Electronics).

***Poor Keyword Search:***
Entering only "printer" will produce search results that will include not only printers, but thousands of other items including printer ribbons, printer cartridges, printer stands, printer labels, etc.

***Better Keyword Search:***
Better Keyword Search: ACME 123Z inkjet printer within the category IT Solutions & Electronics

## Special Operators
Several special operators are supported and when combined with keywords, expand your searching capabilities.
Wildcards: (do not place wildcards in the first position)

- The question mark (?) is a wildcard operator that represents a single character. For example, a search for: pan? will return pane, pang, pant... and so on.

- The asterisk (*) is a wildcard that represents one or more characters preceding or following a term. For example, a search for: cop* will return copper, copier, copy...and so on.

## Understanding the Product Search Results page
The Products Search Results page is divided into two distinct columns: the Refine column on the left, and Product Results list column on the right.

## Refining your Search Results
If your search results contains a high volume return, try using the available refine filters. The amount of filters you apply to your search is at your own discretion. Once a filter is applied, it can be easily removed clicking the "x" added after the filter.

**Note:** - most filters are followed by the number of items in the search results represented by the filter.

**Refine by Keyword**
Adding additional search terms in this input box will add additional search criteria. You have the ability to: Find all these words, Find this exact phrase, Find any of these words, or Exclude these words.

**Categories**
Selecting one of the Categories will narrow the scope of the search results to a particular product category.

**Related Terms**
Using historical information, this filter suggests popular terms that previous users have used in their searching.

**Narrow Results**

- **Photos** - want to be sure you are getting the right product,use this filter to "show only items with photos".
- **Socio-economic** - limit your search results to contractors with specific socio-economic indicators.
- **Green/Special Features** - use these filters to limit the search results to a specific feature. Each filter is represented in the search results by a symbol icon.
- **Manufacturer** - filter your results by a specific manufacturer.
- **Source** - if available, this filter will allow you to display only GSA Global supply items, VA items, BPA items or AbilityOne items.

**Advanced**
If applicable, these advanced search filters provide powerful tools for narrowing your results.

- **Price Range** - add a price range to narrow your search results.
- **Shipping** -allows you to filter by products where the "price includes shipping" only, Available in "Expanded View" only.
- **Minimum Order** - the ability to select a minimum order may assist you in your item selection. Available in "Expanded View" only.

**Products Results**

At the top of the product results section, along with displaying the criteria of the search results, there are a few additional helpful features such as sort by, and limit by price. The product listing can be displayed in two different views.

- **Consolidated view** - the default view, displays a single record for each unique item in the results. Many products are offered by more than one source, and this method eliminates duplication and simplifies the returned search results. The item record will link to all the contractors or sources offering the item so you can make your purchase decision.
- **Expanded view** - in this method of viewing your products, individual contractor records are returned. Searches by contract number will be returned in expanded view.

## Understanding Service Search Results Page

The Services Search Results page is also divided into two distinct columns: the Refine column on the left, and Product Results list column on the right.

### Refining your Search Results

If your search results contains a high volume return, try using the available refine filters. The amount of filters you apply to your search is at your own discretion. Once a filter is applied, it can be easily removed clicking the "x" added after the filter.

**Note:** - most filters are followed by the number of items in the search results represented by the filter.

**Refine by Keyword**

Adding additional search terms in this input box will add additional search criteria. You have the ability to: Find all these words, Find this exact phrase, Find any of these words, or Exclude these words.

**Categories**

Selecting one of the Categories will narrow the scope of the search results to a particular service category.

**Related Terms**

Using historical information, this filter suggests popular terms that previous users have used in their searching.

**Narrow Results**

- **Contractor** - filter your results by a specific contractor.
- **Socio-economic** - limit your search results to contractors with specific socio-economic indicators.
- **Source** - If available, this filter will allow you to display only GSA Global supply items, VA items, BPA items or AbilityOne items.

## What are Catalogs?

It is mandatory for a GSA contractor to provide an electronic "Catalog" of their products and services offered. For product based catalogs, each contracted product is submitted for online ordering.

However, many contractors offer service oriented solutions that do not easily lend themselves to online ordering since a Statement of Work or additional discussions must happen to finalize the procurement. These "Service" oriented catalogs are provided to assist you in your research for potential contractors and the services you require.

## What information is available on Service based Catalogs?

While GSA does not have a mandatory format for service based catalogs, contractors are strongly encouraged to include the following important information in their catalog: company overview; description of the services offered under their contract; contract terms and conditions; definitions of labor categories; pricing; and ordering instructions.

**Note:** - GSA eBuy (www.ebuy.gsa.gov) is an excellent tool for identifying contractors and obtaining quotes of service oriented procurements.

## How do I view Catalogs?

To view a contractors catalog, simply click the Contractor name.

## How do view the Contractor's Information?

To find additional information about a contractor, click "View Contractor Information". From this page, you will find details such as company address, email, website (if provided), contract end date, DUNS, fax number, business type (socio-economic status), and Order POC.